

TRANSPORTATION PERFORMANCE AUDIT BOARD

Friday, November 4, 2005
9:00 a.m. – 12:00 p.m.
Conference Room
Puget Sound Regional Council
Seattle, WA

- Minutes -

The meeting was called to order by Chair Doug Hurley at approximately 9:07 a.m. Members present were: Fanning, Forner, Haugen, Hurley, Jacobson, Ostrowski, Ray, Sandaas, Wallace and Woods.

1. Report of the Chairman

The minutes of the October 7, 2005 meetings were approved.

Chair Hurley introduced Kathy Scanlan of Cedar River Group and noted that she and Kjris Lund of Lund Consulting were hired to work on the Goals, Benchmarks and 10-Year Investment Criteria and Process study for TPAB.

2. Administrator Report

Dalene Sprick, TPAB staff, requested board approval and provided copies of an amendment to the existing Interagency Agreement between the Legislative Service Center and the Transportation Performance Audit Board for IT support. This amendment extends the termination date from December 31, 2005 to June 30, 2006. Janet Ray motioned and John Ostrowski seconded for adoption of the amendment. Motion passed.

Ms. Sprick then provided a brief overview on the status of existing TPAB projects.

3. Department of Licensing (DOL) Performance Measures Update

Alan Haight, Assistant Director for Administrative Services for DOL, indicated that DOL has made a significant amount of progress since their last report to the board, and also acknowledged that they still have more work to do. He stated that within the agency, every division has a performance management system in place in terms of capturing data, and measuring and managing different aspects of their business.

Mr. Haight also indicated that the department is currently in the process of staffing a planning and performance office which will have oversight for data acquisition analysis, strategic planning development and external reports. This office is expected to be fully staffed by the first of the year.

Mr. Haight and Juanita Wilson, also of DOL, then provided a follow-up of DOL's performance and accountability implementation plan.

4. Washington State Patrol (WSP) Performance Measures Update

Chief John Batiste informed the board that he recently appointed Captain Les Young as Assistant Chief in charge of their Technical Services Bureau. Captain Young will be joining their staff early next month.

Chief Batiste stated that his administration is truly committed to the performance measurement process by way of WSP's own internal strategic advancement forum and also in support of the Governor's GMAP program. Chief Batiste and Captain Jeff DeVere then provided a follow-up on WSP's performance and outcome measures

including suggested improvements from TPAB, as well as other targeted performance areas -- fatal collisions, speed, impaired drivers, auto theft and motorcycles.

Following a discussion on auto theft, Chair Hurley determined that a subcommittee should be formed to further discuss the issue. Rep. Wallace agreed and suggested that the subcommittee may be able to provide tools to assist WSP in their efforts regarding the issue of auto theft.

5. Discussion of WSDOT Capital Assessment Information

Chair Hurley invited Mike Groesch, STC staff, and Doug MacDonald, WSDOT Secretary, and Paula Hammond, WSDOT Chief of Staff, to the table for this discussion.

Chair Hurley began by explaining that the Legislature asked TPAB to create capital measures for the Transportation Partnership Account program. He stated that TPAB was already in the process of creating measures for the Nickel and PEF programs, and during the last session TPAB noted that there were several places to which DOT reported and that in some areas there was room for a system.

In the spring, the Transportation Working Group was formed which consisted of staff from TPAB, JLARC, STC, HTC, the Governor's Office and the Department of Transportation, to review this issue. Chair Hurley indicated that the working group is 80 to 90 percent complete in putting together a coherent capital measures program. He then reviewed the timeline of expected 03-05 data for all programs, and indicated that a report is due to the Legislature in January.

Dalene Sprick, TPAB staff, discussed the milestones for each program and provided an update on new information that will be available in terms of budget reporting.

6. Operating Procedures and Standards for TPAB & Discussion regarding Boards perception of their role

This item was deferred and will be discussed at the November 30, 2005 TPAB meeting.

7. Potential Audit/Review Topics, Subjects and Criteria & Performance Measures Approach for other agencies

Chair Hurley discussed a draft scope and objectives to bring a consultant in to do this in phases with Phase I assessing which of the transportation agencies currently have performance measures in place and to determine who, if anyone, the agencies are reporting their measures to. This process is in anticipation of subsequent work.

He indicated that the board will be utilizing consultants from the Department of Personnel list. Price estimates will be available at the November 30 meeting.

Representative Wallace suggested that in Phase I it would be worthwhile to look at the policies of the organizations and make sure that the policies of the organization are consistent with what they are measuring. It was discussed and decided that requests for policies should be include in Phase I – however, analysis of those would be part of a later phase of work.

Chair Hurley expressed his concern with how this will be accomplished with hundreds of agencies, but stated that PSRC is beginning some performance measurement work as part of its long-range plan for transit agencies and has offered to collaborate on this effort.

Chair Hurley informed the board that he and Ms. Sprick have been looking into hiring a temporary person to help over the next four to five months to work on the Capital

Performance Review once the results are in place, and also to help the consultant with the performance measures review.

The meeting was adjourned at 12:00 p.m.